



COVID-19 UPDATED GUIDANCE FOR EMPLOYEE TRAVEL

This guidance replaces all preceding guidance and direction regarding employee return from personal and County business travel.

On March 12th the Governor lifted quarantine requirements and other restrictions on out-of-state travel. However the Maryland Department of Health ([MDH](https://mdh.maryland.gov/)) [travel advisory](https://mdh.maryland.gov/travel-advisory) continues to remain in place and can be accessed here: <https://coronavirus.maryland.gov/pages/travelers-resources>.

County employees are encouraged to be vaccinated prior to any travel. Unvaccinated employees who travel out-of-state are encouraged to get tested for COVID-19 upon their return.

I. Vaccinated Employees

The U.S. Centers for Disease Control and Prevention (CDC) recommends delaying travel until fully vaccinated. Unvaccinated travel increases the risk of getting and spreading COVID-19.

Please note that full vaccination status occurs two weeks after second dose of vaccine (or of single-dose vaccine such as Johnson and Johnson).

People who are fully vaccinated with an FDA-authorized vaccine can travel safely within the United States:

- Fully vaccinated travelers are less likely to get and spread COVID-19.
- Fully vaccinated travelers do not need to be tested before or after travel unless their destination requires it or they develop symptoms.
- Fully vaccinated travelers do not need to self-quarantine.

Fully vaccinated travelers should continue to follow CDC's recommendations for traveling safely including:

- Wearing a mask over nose and mouth
- Watching distance. Staying 6 feet from others and avoiding crowds
- Washing hands often or use hand sanitizer

After Travel

- Self-monitor for COVID-19 symptoms; isolate and get tested if you develop symptoms.
- Follow all state and local recommendations or requirements.
- Additional guidance from the CDC can be accessed here:

<https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated-guidance.html>

II. Unvaccinated Employees

We strongly encourage employees to be vaccinated. Employees who are not vaccinated are strongly encouraged not to travel, if possible, during this time. A Maryland Department of Health (MDH) travel advisory remains in effect.

Unvaccinated employees who must travel should take the following steps recommended by the CDC to protect themselves and others from COVID-19:

Before traveling:

- Get tested with a viral test 1-3 days before scheduled travel date.
- While traveling:
 - Wear a mask over nose and mouth. **Masks are required** on planes, buses, trains, and other forms of public transportation traveling into, within, or out of the United States and in U.S. transportation hubs such as airports and stations.
 - Avoid crowds and stay at least 6 feet/2 meters (about 2 arm lengths) from anyone who is not considered a travel companion.
 - Wash hands often or use hand sanitizer (with at least 60% alcohol).
- After travel:
 - **Get tested with a viral test 3-5 days** after travel **AND** stay home and self-quarantine for a full 7 days after travel.
 - Even if the test is negative, stay home and self-quarantine for the full 7 days.
 - If test is positive, isolate to protect others from getting infected.
 - If testing does not occur, stay home and self-quarantine for 10 days after travel.
 - Avoid being around people who are at increased risk for severe illness for 14 days, whether tested or not.
 - Self-monitor for COVID-19 symptoms; isolate and get tested if symptoms are developed.
 - Follow all state and local recommendations or requirements.

Please note that should an employee test positive for COVID-19, they must report the result to their immediate supervisor. Employees will be required to use sick or other forms of available leave. Administrative leave will not be granted.

III. County Business Travel Approval Process

The County will review and approve employee business travel requests on a case by case basis in partnership with the County Administrator's Office, Office of Budget and Finance and the Department Director. Until further notice, County business travel will be limited to:

- **Mandated Training Purposes:** Employees who are required to travel for County mandated training(s) will be approved on a case by case basis based on the following conditions:
 - Budget Allocations

- Required training or certification purposes
- Participation as a presenter or panelist for in-person conferences
- **After Approved Travel for Training out of State:** Employees are encouraged to follow vaccinated and unvaccinated protocols as outlined above in sections I. and II. and the following:
 - If an employee decides to “self-quarantine” as a result of returning from in-state, out of state or international travel for County business, the employee will use their own sick, vacation, personal or compensatory time or advance sick, vacation, personal or sick and safe leave.
 - Get Tested:
 - If an employee tests positive, the employee should follow up with a healthcare provider and notify the Department of Health’s Division of Communicable Disease at 410-887-6011.
 - Employees are encouraged to self-quarantine using their own leave after returning from a state or country with an outbreak if they deem necessary.
 - Take temperature twice daily and watch for the following symptoms:
 - Fever (100.4 F/38 C or higher), Cough, Shortness of breath
 - Vomit , Sore throat, Headache, Body aches, Chills, Loss of taste or smell
 - Telework if appropriate
 - Use of Administrative Leave:
 - If a vaccinated employee contracts COVID-19 as a result of County mandated travel, administrative leave **may be** approved on a case by case basis.
 - If a non-vaccinated employee contracts COVID-19 as a result of County mandated travel, administrative leave **will not be** approved.*

* Medical exceptions will be reviewed and approved on a case-by-case basis.

For questions or additional information, please contact the Office of Human Resources at: RTW@baltimorecountymd.gov or at 410-887-3135.